



Defense Logistics Agency

Defense National Stockpile Center

IGD 1006: RESOURCES, ROLES, RESPONSIBILITY AND AUTHORITY

[1.0 PURPOSE](#)

[2.0 PROCESS](#)

[3.0 EXAMPLES OF ESOHMS SUPPORTING DOCUMENTATION REFERENCES](#)

[Table 6- Structure and Responsibilities](#)

1.0 PURPOSE

This IGD defines, documents, and communicates roles, responsibilities, and authorities in order to facilitate effective environmental, safety and occupational health management. This IGD applies to all employees of DNSC who are responsible for defining, assessing, and updating environmental aspects, and safety and occupational health risks.

2.0 PROCESS

2.1 DNSC's Commitment

From the Administrator to the first line supervisor, management is responsible for conducting operations in accordance with all applicable ESOH laws and regulations, ESOH policies and applicable ISO 14001:2004 standard and OHSAS 18001.

2.2 Directorate of Environmental Management and Safety

The Management Representative, appointed by the Deputy Administrator of DNSC and within the Directorate of Environmental Management and Safety, is responsible for reviewing and providing oversight of the ESOH management system including recommendations to promote continual improvement. This person provides periodic updates to the Administrator. The Director of the Directorate of Environmental Management and Safety has the responsibility for reviewing and directing ESOH activities for DNSC. The Director has the primary responsibility for:

- a) Developing policies, standards, processes and procedures, and ensuring their consistent application.
- b) Identifying, analyzing, and influencing ESOH issues, laws and regulations and reporting to affected business units all final ESOH federal, state and local law and regulations.
- c) Developing and communicating best ESOH management practices.
- d) Providing cost competitive and value added environmental services.
- e) Promoting continual improvement in ESOHMS and performance.



Defense Logistics Agency

Defense National Stockpile Center

- f) Supporting prevention of pollution efforts.
- g) Developing strategic plans to help ensure implementation of proactive and cost-effective options for meeting ESOH challenges.
- h) Securing required permits and providing required reports.

2.3 Directorate of Stockpile Operations

- a) Preventing pollution, properly managing wastes, and providing a safe work environment.
- b) Providing appropriate training to employees.
- c) Developing new capital facilities/improvements and/or processes.
- d) Monitoring required activities facilities and/or processes.

2.4 Employee Performance Appraisals

Functional roles and responsibilities of all DNSC employees with specific management responsibilities can be found in position descriptions. Employee performance is monitored annually as necessary by their supervisor. Additional or specific employee roles and responsibilities are established in technical and other operating procedures, memos, and other applicable documents.

3.0 EXAMPLES OF ESOHMS SUPPORTING DOCUMENTATION REFERENCES

The references listed below are not intended to be all inclusive but rather to provide examples of typical documentation and records, illustrative of the ESOHMS and are not necessarily controlled by this ESOHMS Manual.

3.1 Table 6, Structure and Responsibilities

3.2 [Environmental Issues Matrix](#)



Defense Logistics Agency

Defense National Stockpile Center

TABLE 6
IGD 1006 - 3.1
STRUCTURE AND RESPONSIBILITIES

<u>POSITION</u>	<u>RESPONSIBILITIES</u>
ADMINISTRATOR	Review and modify ESOH policy, assess ESOHMS, provide resources, assign implementation teams.
DNCS-DD	Part of ESOHMS team supporting system.
DNCS-R	Budgeting ESOH program areas and supporting projects
DNCS-DI	Conducts internal ESOH audits.
DNCS-G	Periodic review of laws and regulations; providing assistance to ESOH program areas.
DNCS-O	Monitoring performance, managing wastes, program deliverables/updates.
Directorate of Stockpile Operations	Responsible to ensure ESOH elements are integrated into all Depot operations.
DNCS-OL:	
Operations and Logistics Division	
DNCS-OLBR	Responsible for meeting ESOH objectives & targets, training of staff, and contractor awareness.
DNCS-OLBI	Responsible for meeting ESOH objectives & targets, training of staff, and contractor awareness.
DNCS-OLCL	Responsible for meeting ESOH objectives & targets, training of staff, and contractor awareness.
DNCS-OLCB	Responsible for meeting ESOH objectives & targets, training of staff, and contractor awareness.
DNCS-OLHA	Responsible for meeting ESOH objectives & targets, training of staff, and contractor awareness.
DNCS-OLNH	Responsible for meeting ESOH objectives & targets, training of staff, and contractor awareness.
DNCS-OLPP	Responsible for meeting ESOH objectives & targets, training of staff, and contractor awareness.
DNCS-OLSC	Responsible for meeting ESOH objectives & targets, training of staff, and contractor awareness.
DNCS-OLSO	Responsible for meeting ESOH objectives & targets, training of staff, and contractor awareness.
DNCS-OF	Responsible for project management and development to support P2.
DNCS-E	Directing and reviewing ESOH activities.
Directorate of Environmental Management and Safety	Reporting new ESOH regs/laws, business areas, developing best management practices, reporting environmental performance to management, supporting P2, securing permits, managing ESOH

Hard copies of this document may not be the current version. Refer to the "I Am The Key" link on DNCS's Home Page to verify the current version, using the "version" date found on the document.



Defense Logistics Agency

Defense National Stockpile Center

	activities.
Occupational Health and Safety	Responsible for risk management, record keeping, safety and occupational health (SOH) reports in SOH training, managing SOH oversight in OHSAS 18001.
DNSC-EE	
Environmental Management Division	Coordinating and ensuring ESOHMS is established, implemented and maintained in accordance with ISO 14001 standards.
DNSC-C	
Director of Stockpile Contracts	Responsible for ESHOMS clause(s) inclusion in contracts.

Last Updated March 14, 2005